

Rural Youth Development Grants

FY 2006 Request for Applications

Application Deadline: June 1, 2006



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

RURAL YOUTH DEVELOPMENT GRANTS

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) on June 1, 2006 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted by the deadline provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Rural Youth Development Grants Program RFA.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Rural Youth Development Grants (RYD) Program for fiscal year (FY) 2006 to support the expansion of effective, high quality youth development programs for youth in rural areas and small towns. The amount available for support of this program in FY 2006 is approximately \$1.9 million.

This notice identifies the objectives for RYD projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for RYD grants.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Funding for CSREES-USDA Rural Youth Development Grants is authorized by Division A of the Consolidated Appropriations Act, 2006 (P.L. 109-97). As specified in Division A, grants are being made to youth organizations pursuant to 7 U.S.C. 7630.

In February, 2002, nearly 1200 youth and adults representing over 600 youth organizations nationwide participated in the National Conversation on Youth Development in the 21st Century in Washington, D.C. This forum produced a report that includes recommendations regarding the future of youth programs and youth organizations. The recommendations focus on the importance of breaking down barriers to participation, especially for rural youth; enhancing opportunities for youth involvement in policy and decision-making; creating safe and inviting environments for youth activities; and improving access to information and technology. Participants suggested that national youth organizations collaborate to maximize resources and programs for youth. The report concluded that rural youth encounter economic and physical barriers that prevent their receiving adequate care, services, or resources necessary for healthy development. The RYD program is intended to address these and other issues as specified in Part I, B.

B. Purpose and Priorities

As specified in 7 U.S.C. 7630, grants will be made to expand the youth development programs carried out by the eligible organizations in rural areas or small towns. The purposes of the RYD program are to:

- Support programs which address needs of rural youth; and
- Involve those youth in design and implementation of their educational activities.

Research, studies, and public opinion polls indicate there are several important issues facing rural youth that can be addressed through existing youth development organizations. The following list represents some, but certainly not all, of those issues. The literature reveals that rural youth:

- Experience less community interconnection of people due to long commute times of parents to work and children to school which leads to:
 - a. Lack of first hand observation of potential career opportunities;
 - b. Fewer adult role models for civic responsibility and volunteering; and
 - c. More unsupervised time, generally after-school.
- Are impacted by diverse populations, especially Hispanic, moving into rural communities;
- Experience geographic isolation due to distance between homes and towns, and a lack of public transportation;
- Have fewer physical locations in which to interact with peers and adults;

- Have limited programs and opportunities;
- Have limited employment opportunities, especially meaningful employment;
- Experience increased isolation and alienation due to high teacher turnover;
- Live in cultures characterized by prejudice, ethnocentricity and intolerance to nonconforming ideas that could lead to violence;
- Experiment with negative behaviors such as alcohol, tobacco and/or sex;
- Have seen a three fold increase in gang-related activity in many places;
- Will have opportunities to return to local communities due to technology and options like telecommuting. Whether or not they return is based more on a sense of belonging and connection to the community than on economic opportunities;
- Have less access to health care, services and resources necessary to healthy development;
- Have access to technology at school, but not necessarily at home;
- Are more likely to live in poverty; and
- Are part of the growing epidemic of childhood obesity.

The RYD program provides access to and opportunities for youth in rural areas through programs that:

- Provide constructive and encouraging relationships among youth and adults and youth and peers;
- Provide an array of youth development opportunities for youth to build competencies in areas such as mastery, independence, generosity, and sense of belonging;
- Provide access to multiple opportunities for youth to develop assets in the physical, intellectual, psychological, emotional, and/or social domains;
- Engage youth as partners in their own development and the development of their communities;
- Promote positive development so youth will be engaged in their communities and more likely to promote the well-being of other young people;
- Are effective child- and youth- focused;
- Build human capital to reverse the “brain drain” caused by capable young people leaving rural communities;
- Build community institutions such as comprehensive community centers;
- Connect the formal classroom to real-life experience and use the community as context for learning; and
- Have sufficient scope, breadth, duration, frequency and intensity of engagement of young people to reach long-term positive outcomes.

Within the context of the intent of the funding, the issues facing rural youth, and the potential solutions outlined above, the broad goals of this funding include:

1. Rural children and youth have the knowledge, skills, attitudes and behaviors necessary to live productive, contributing, and fulfilling lives; and
2. Rural communities have increased economic opportunities and improved quality of life.

RYD funded programs can be delivered in-school and/or during out-of-school time, but should be in the context of connecting the formal classroom to real-life experience and vice versa.

Projects funded through the RYD program must work toward achieving the short-, medium-, and long-term outcomes for youths, adults, community leaders, and communities listed on the following tables.

To measure long-term impacts on community well-being a research based framework will be used. The framework outlines the following seven (7) areas, or “Community Capitals,” that can be improved: human, social, civic, cultural, natural, financial and built. For more information on community capitals the Iowa State University web site has several resources. Two specific sites include: <http://www.ag.iastate.edu/centers/rdev/projects/commcap/7-capitalshandout.pdf> and <http://www.ag.iastate.edu/centers/rdev/pubs/Communitycapitals.pdf>.

Rural Youth Development Program Outcomes

Short Term Outcomes for Youth	Medium Term Outcomes for Youth	Long Term Outcomes
<p>Youth will develop knowledge, skills, & attitudes in:</p> <ul style="list-style-type: none"> • +communication • +conflict management/resolution • +decision-making • +goal setting • +problem solving • +primary planning • team building • group facilitation • concepts of leadership, civic engagement and youth/adult partnerships • visionary thinking <p>Youth will develop positive attitudes and opinions of:</p> <ul style="list-style-type: none"> • efficacy • self-confidence • inclusivity, pluralism and diversity <p>Youth are motivated to:</p> <ul style="list-style-type: none"> • serve in leadership roles • become engaged in their communities • be of service to others <p>Youth have awareness and knowledge of elements of ethical leadership (character):</p> <ul style="list-style-type: none"> • trustworthiness • responsibility • respect • fairness • caring • citizenship <p>+primary outcomes</p>	<p>Youth Serve in:</p> <ul style="list-style-type: none"> • group decision-making roles within their youth organizations & schools • leadership roles in their youth organizations & schools • leadership roles in community organizations <p>Youth work in partnership with adults to:</p> <ul style="list-style-type: none"> • facilitate community forums or conduct needs assessments to identify community needs • develop and implement action plans to address community needs • evaluate how community needs were met <p>Youth Demonstrate and Practice:</p> <ul style="list-style-type: none"> • the competences listed as “short term” • inclusivity, pluralism and valuing diversity • ethical leadership • motivation to be engaged in their communities • self-confidence and efficacy 	<p>Improved <u>Human</u> Capital:</p> <p>Increased use of skills & abilities of local people; increased initiative, responsibility and innovation</p> <p>Young adults serve in leadership roles, serve as change agents, and are stakeholders in their communities</p> <p>Improved <u>Cultural</u> Capital:</p> <p>Increased cultural consciousness and engagement</p> <p>Improved <u>Social</u> Capital:</p> <p>Increased networks, communication, cooperation, trust</p> <p>Improved <u>Civic</u> Capital:</p> <p>Increased ability to secure resources for the community & active citizen participation</p> <p>Improved <u>Financial</u> Capital:</p> <p>Improved diverse and vital economies in areas such as new financial instruments established, new bond issues passed; outside funding obtained to improve infrastructure and business development; poverty reduction.</p> <p>Improved <u>Built</u> Capital:</p> <p>Infrastructure improved and strengthened in areas such as telecommunications; education facilities; government buildings; community buildings; transportation; business district; health care facilities; indoor recreational facilities; cultural facilities; housing; churches; city services; and energy services.</p>

<p>Short Term Outcomes for Adults Working With Youth</p> <p>Adults will develop knowledge and skills to:</p> <ul style="list-style-type: none"> • work in partnership with youth in leadership roles • serve as mentors and role models • guide youth to learn the competencies, skills and attitudes listed above • engage the community in identifying community issues • create an action plan to address identified community issues • implement an action plan to address community needs • evaluate the implementation of the plan <p>Adults develop positive attitudes and opinions of:</p> <ul style="list-style-type: none"> • youth as resources and equal partners • inclusivity, pluralism and diversity 	<p>Medium Term Outcomes for Adults Working with the Program</p> <p>Adults work in partnership with youth to:</p> <ul style="list-style-type: none"> • identify community needs • develop and implement plans to address community needs. • evaluate plans to address community needs <p>Adults:</p> <ul style="list-style-type: none"> • insure that issues and activities reflect the diversity of the community. • actively seek, support, and engage youth in leadership roles • insure that youth have an “authentic” voice • are effective mentors and role models 	<p>All long-term community capital outcomes on the previous page apply</p>
<p>Short Term Outcomes for Community Stakeholders</p> <p>Community stakeholders and decision-makers:</p> <ul style="list-style-type: none"> • are aware of policies, resources, and/or supports needed to address community needs and support positive youth development • are engaged with youth in identifying and addressing community needs and evaluating the effectiveness of addressing those needs. • develop positive attitudes and opinions of: <ul style="list-style-type: none"> ◆ youth as resources and equal partners ◆ inclusivity, pluralism and diversity 	<p>Medium Term Outcomes for Community Stakeholders</p> <p>Stakeholders and decision makers change policies</p> <p>Stakeholders and decision-makers provide resources and supports to:</p> <ul style="list-style-type: none"> • identify community needs • develop and implement a plan to address community needs • evaluate the resulting community outcomes <p>Stakeholders:</p> <ul style="list-style-type: none"> • insure needs and activities reflect the diversity of the community, including youth • actively recruit, train, and support youth to serve on community boards and committees • genuinely consider youth voices and involve youth in decision-making 	

PART II—AWARD INFORMATION

A. Available Funding

Approximately \$1.9 million will be available for project grants for this program in FY 2006. Awards will be made on a competitive basis as a result of merit review and recommendations of a peer review panel.

B. Types of Applications

In FY 2006, CSREES is soliciting new and renewal applications for the RYD Program.

(1) New application. This is a project application that has not been previously submitted to the RYD Program. Only the Boy Scouts of America are eligible to submit a new application. New applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

(2) Renewal application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications from Girl Scouts of the USA, the National FFA Organization and National 4-H Council are considered renewed funding and must contain the same information as required for new applications, and additionally must contain a Progress Report (see Project Description, Part IV,B.6.). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

The program is considered to be a continuation of the purposes as established in FY 2002 in the original congressional appropriations.

C. Project Types

In FY 2006, a proposal may request a grant up to \$633,600 for a duration of 18 months.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only Girl Scouts of the United States of America, the National 4-H Council, the Boy Scouts of America, and the National FFA Organization are eligible to apply. CSREES will accept only one application from each national organization. In FY 2006, RYD funds will be distributed to each of the four eligible organizations that submits an application in accordance with the requirements of this RFA if the application is found to be worthy of support through the peer review process. The amount awarded to each organization will be determined based on review and recommendations of a peer review panel.

B. Cost-sharing and Matching

There are no matching requirements associated with the RYD program, and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Program application materials are available at the CSREES Funding Opportunities website <http://www.csrees.usda.gov/funding/forms.html> or Grants.gov. To access the materials via Grants.gov, go to <http://www.grants.gov>, click on “Find Grant Opportunities,” click on “Basic Search,” and enter 10.500 to search by CFDA number. From the search results, select the item that correlates to the title of this RFA. If you do not have access to the web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the RYD Program. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@csrees.usda.gov. State that you want a copy of the RFA and the associated application forms for the Rural Youth Development Grants Program.

B. Content and Form of Application Submission

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion.

- (a) Prepare an application on only one side of the page using standard size (8 1/2” x 11”) white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single- or double- spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of an application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple an application in the upper left-hand corner. Do not bind. An original and six (6) copies (seven (7) total) must be submitted in one package.
- (d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.
- (e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents

- (3) Project Summary (Form CSREES-2003)
- (4) Project Description
- (5) Summary of Progress (if applicable)
- (6) References
- (7) Appendices to Project Description
- (8) Key Personnel
- (9) Collaborative Arrangements (including Letters of Support)
- (10) Conflict of Interest (Form CSREES-2007)
- (11) Budget (Form CSREES-2004)
- (12) Budget Narrative
- (13) Current and Pending Support (Form CSREES-2005)
- (14) Assurance Statement(s) (Form CSREES-2008)
- (15) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES 2006)
- (16) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

Page A

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing Project Director(s) (PD) and the Authorized Organizational Representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Proposal Cover Page, and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization that is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed.

(c) Program to Which You Are Applying (Block 8.). Enter Rural Youth Development Grants. **Also, in block 8, please identify, if available, the Department of Health and Human Services' Payment Management System (DHHS-PMS) Payee Identification Number (PIN) that has been assigned to your organization for CSREES awards. This is a four character alpha numeric code used by DHHS-PMS to associate the Entity Identification Number (EIN) with the recipient's business office where the financial responsibility and accountability for the organization rests. If a PIN has not been assigned to your organization, you will be assigned a DHHS-PMS PIN after an award has been made to your organization.**

(d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. See Part V, G.

(e) Type of Request (Block 14.) Check the block for "New" (Boy Scouts of America) or "Renewal" (4-H Council, Girl Scouts of the USA, and FFA).

(f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not allowed.

Page B

This page should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of an application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a Project Summary, Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the RYD Grants program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

5. Project Description

The project description shall not exceed 15 pages of written text. These page limitations have been established to ensure fair and equitable competition.

The Project Description must include all of the following:

(a) Statement of Need, Site Location, Scope of Project: From the list of issues facing rural youth (See Part I, B), select, and specify those that will be addressed in this project.

- Briefly describe how this overall project will address the issues;
- Include the projected number of local programs to be funded and the number of youth and adults to be reached;
- Provide the criteria that will be used to select rural locations (as defined in Part V, E) and the process for selecting new sites and/or continuing existing sites. Criteria to select new sites must be congruent with the elements in Part I, B of this RFA and must address the categories outlined below;
- Describe how youth will be involved in the design and implementation of the programs; and
- Indicate whether past funds supported each local site and where past funds supported a site, describe the process used to justify continued funding.

(b) Youth Development Principles: From the information given in Part I, B that describes the types of programs and experiences that will address rural youth issues, provide a brief description of the community youth development principles and approaches that will be used in this project. Additional principles and approaches may be used if they are from the references listed below or documented in other research.

In preparing the project description, the following resources will provide additional information. It is strongly encouraged that these materials be reviewed before developing the application:

1. “Key Issues Facing Rural Youth.” Daniel F. Perkins. Southern Rural Development Center Series #228. Web site: <http://www.srdc.msstate.edu/publications/228.htm>.
2. “Community Programs to Promote Youth Development.” Jacquelynne Eccles and Jennifer Gootman, Eds. National Academy Press, Washington, DC. Web site: <http://www.nap.edu>.
3. The following materials are located on the National 4-H Headquarters web site at: <http://www.national4-Hheadquarters.gov>. (Note: Although the materials refer to 4-H, the same elements and concepts apply to all youth development programs.)
 - The 4-H Youth Development Environment. Cathann Kress, USDA (http://www.national4-hheadquarters.gov/library/4h_environment.pdf);
 - The 4-H Youth Development Ideals. Cathann Kress, USDA (http://www.national4-hheadquarters.gov/library/4h_ideals.pdf);
 - Habits of Remarkable 4-H Youth Development Programs. Cathann Kress, USDA (<http://www.national4-hheadquarters.gov/library/habits.pdf>);
 - Meeting Needs of Youth. Cathann Kress, USDA (<http://www.national4-hheadquarters.gov/library/4needsbrochure.pdf>);
 - Issues Facing Rural Youth: A Compendium of Research, Reports, and Public Opinion Polls. Nancy Valentine and Jim Kahler, USDA, and Susan Cippoletti, Girl Scouts of the USA.; (<http://www.national4-hheadquarters.gov/library/ruralresearch.pdf>).
 - 4-H Essential Elements. Cathann Kress, USDA (<http://www.national4-hheadquarters.gov/library/elements.ppt>).

(c) Outcomes and Indicators: Take the short- and medium-term outcomes for youth, adults, and community leaders outlined in the Table in Part I, Section B, and write the indicators that will be used to measure EACH outcome. If applicants articulate outcomes somewhat differently, they must be cross-referenced with the outcomes as stated in the Table. It must be clear that the indicators will link to the outcomes as stated in the Table. Provide clear, concise, complete, measurable, and logically arranged statements. Additional outcomes and indicators may be articulated as long as they are sufficiently linked to the goals of the project, are based on research, and supported with reference citations.

(d) Program Design and Methodologies: Describe the types of program designs and strategies that will be used to meet the outcomes and indicators described above (e.g. after-school programs, teacher training, mentoring, internships, youth-adult partnerships, and technology clubs).

- Include scope and duration of the programs (e.g. youth will be engaged in approximately 25 weeks of the program for a total of 100 hours). If programs are of short duration,

describe how they will link to ongoing programs and opportunities in the community to provide long-term positive experiences for youth;

- Describe how programs will link formal and non-formal education; and
- Explain the research base which supports the particular activities use to meet the stated objectives.

(e) Evaluation Methodologies: Describe the evaluation design and methodologies that will be used to measure the extent to which program outcomes and indicators are met.

(f) Communication Plan: Briefly describe how results from this project will be communicated to stakeholders and the public.

(g) Project Management: Provide a brief summary of key staff and their functions, time lines, accounting procedures (for funds used by the parent organizations and local sites), reporting, and collaborative efforts with the grantees.

6. Summary of Progress on RYD Grants (if applicable)

(a) Applicants funded in FY 2005 must include a summary of progress on current RYD grants as part of their submission. This information will be used in the review of the application. It is limited to 3 pages (in addition to the 15 pages for the Project Description) and shall meet the same technical requirements as the rest of the application. The summary of progress shall address key project management issues. For each of the areas listed below, the summary shall indicate whether:

1. The project is being implemented in accordance with the timelines and budgets reported in the 2002, 2003, 2004, and 2005 applications; or
2. The project has run into difficulties or fallen behind timelines or budgets reported in the 2002, 2003, 2004, and/or 2005 applications. If this is the case, the summary shall include a description of the situation(s), corrective action(s), and the timeline for implementing the corrective action(s).

- Reaching objectives;
- Communicating results;
- Project leadership;
- Project budget; and
- Reporting

(b) Applicants funded in FY 2002, 2003, 2004 and 2005 must submit a program accomplishment report from previous years of funding (see Part VI, E.). The accomplishment report can be presented in a style, format, and/or medium of the organization's preference. At a minimum, it must include the extent to which program objectives, outcomes and indicators were met, the scope of the program (actual versus projected numbers reached), and information requested for collaborative marketing products.

7. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

8. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the page limit.

9. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) The vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and professional credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received.

10. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If consultants or collaborators are known at the time of application, vitae or resumes should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. Additional information on consultants and collaborators is required in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

11. Conflict of Interest List (Form CSREES-2007)

A Conflict of Interest List, Form CSREES-2007, must be provided for all individuals who have submitted vitae in response to item 9. (b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts

of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

12. Budget

(a) Budget Form (Form CSREES-2004)

Prepare the Budget, Form CSREES-2004, in accordance with instructions provided with the application forms. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants also must include a budget narrative to justify their budget requests (see section (c) below).

(b) Indirect Costs

See Part IV, D. for detailed instructions regarding indirect costs.

(c) Budget Narrative

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form. If consulting, collaborative arrangements, or sub contractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. For each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party, a proposed statement of work, vita, a budget and narrative must be supplied. In multi-state/territory applications, a budget and budget narrative must be included for each state/territory involved. The lead state/territory and each participating state/territory must be identified.

13. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 9.b. of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending**

section of the form and total projects listed for each PD should not exceed 100 percent of time committed.

14. Assurance Statement(s) (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

(a) Recombinant DNA or RNA Research

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20. of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A. of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

(b) Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated there under by the Secretary in 9 CFR Parts 1,2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20. of Form CSREES-2002 and complete Section B. of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the "yes" box in Block 20. of Form CSREES-2002 and complete Section C. of Form CSREES-2008. In the event a project

involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

15. Certifications

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

16. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, NEPA Exclusions Form, must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified. Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

C. Submission Dates and Times

When to Submit (Deadline Date)

Applications must be received by COB on June 1, 2006 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

D. Funding Restrictions

CSREES has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of facility space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Section 709 of the General Provisions of the FY 2006 Agriculture, Rural Development, Food, and Drug Administration, and Related Agencies Appropriations Act (Public Law 109-97), indirect costs are limited to 20 percent of the total Federal funds provided under each award. Therefore, the recovery of indirect costs under this program may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 percent of the total direct costs. If no rate has been negotiated, a reasonable dollar amount (equivalent to or less than 20 percent of total Federal funds requested) in lieu of indirect costs may be requested, subject to approval by CSREES. This limitation also applies to the recovery of indirect costs by any sub-awardee or subcontractor, and should be reflected in the sub-recipient budget.

E. Other Submission Requirements

1. What to Submit

An original and six (6) copies of the application must be submitted. All seven (7) hard copies of the application must be submitted in one package.

2. Where to Submit

Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

Rural Youth Development Grants
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Room 1420, Waterfront Centre
800 9th Street, SW
Washington, DC 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

Rural Youth Development Grants
c/o Proposal Services Unit

Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2245
1400 Independence Avenue, SW
Washington, DC 20250-2245

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If an applicant has not received an acknowledgment within 30 days of the submission, the applicant must contact the Agency contacts (see Part VII) immediately and ask for the proposal number assigned to the application. Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

To be considered for funding, applications must be compatible with the information outlined in Part I, B, and Part IV, B, 5, that pertain to the legislative intent of funding, issues facing rural youth, programs based on community youth development principles, and program goals and outcomes.

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

1. 20 Points. Statement of Need, Site Location, Scope of Project:

- Does the application specify those issues that will be addressed in this project from the list of issues facing rural youth in Part I, B? If additional issues are proposed to be addressed, are they documented by research?
- Is it likely this overall project will address the rural issues identified?
- Are the projected number of local programs to be funded and the number of youth and adults to be reached adequate for the funding amount requested?
- Will the criteria used to select new sites and/or continue existing sites insure rural locations? Do they advance the likelihood of successful outcomes? Are the criteria to select new sites congruent with the elements in Part I, B of this RFA?
- Will youth be involved in the design and implementation of the programs?
- Is the justification and approach for funding new sites and/or renewing past sites adequate to insure successful projects?

- Does the proposed project meet the objectives of the funding and provide sufficient justification for funding the proposal?

2. 10 Points. Youth Development Principles: Will the project address rural youth issues and apply community youth development principles and approaches outlined in Part I,B? If additional approaches are used, are they documented by research? Are the approaches sufficient to warrant funding?

3. 15 Points. Outcomes and Indicators: Are EACH of the outcomes listed in Part I, section B articulated? If the outcomes are stated somewhat differently, are they cross-referenced with the outcomes as stated? Are the indicators selected appropriate to measure the intended outcomes? Are outcomes and indicators written in clear, concise, complete, measurable, and logically arranged statement(s)? If other outcomes and indicators are specified, are they sufficiently linked to the goals of the project, based on research, and supported with reference citations?

4. 20 Points. Program Design and Methodologies:

- Will program designs and strategies (e.g. after-school programs, teacher training, curriculum, mentoring, internships, youth-adult partnerships, and technology clubs) likely produce the articulated indicators to meet the outcomes established for the program?
- Are the scope and duration of the programs (e.g. youth will be engaged in approximately 25 weeks of the program for a total of 100 hours) adequate to produce positive outcomes? If programs are of short duration, are they linked to ongoing programs and opportunities in the community to provide long-term positive experiences for youth?
- Will programs link formal and non-formal education?
- Is the appropriate research base used to support the selected educational design and activities?

5. 10 Points. Evaluation Methodologies: Are the evaluation designs and methodologies adequate to measure the extent to which program indicators and outcomes are being met?

6. 5 Points. Communication Plan: Are there clear and acceptable strategies to communicate the results from this project to stakeholders and the public?

7. 5 Points. Project Management: Is there evidence of strong and adequate project management including key staff and their functions, time lines, accounting procedures (for funds used by the parent organizations and local sites), reporting, and collaborative efforts with the grantees?

8. 15 Points. Success in Previous Project Management for RYD Projects

a. Using the following categories:

- Reaching objectives;
- Communicating results;
- Project leadership;

- Project budget; and
- Reporting

(1) Is there evidence that the applicant has implemented other RYD grants in accordance with the timelines and budgets reported in the 2002, 2003, 2004 and 2005 applications; or

(2) If the current project has run into difficulties or fallen behind timelines or budgets reported in the 2002, 2003, 2004 and/or 2005 applications is there sufficient evidence of corrective action(s), and the timeline for implementing the corrective action(s)?

b. Does the program accomplishment report for the current RYD grant from previous years of funding provide sufficient evidence of the extent to which program outcomes were met, the scope of the program (actual versus projected numbers reached), and information requested for collaborative marketing products to justify continued funding? **Please note – applicants who have not been previously funded by the RYD program will not be placed at a disadvantage based on this criteria.**

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current version of the Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, VA 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (Parts 3015 and 3019 of 7 CFR).

B. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

C. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the grant is awarded;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
10. Other information or provisions deemed necessary by CSREES to carry out its respective granting activities or to accomplish the purpose of a particular award.

D. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No.95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) — prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

E. Expected Program Outputs and Reporting Requirements

The grantee must prepare an annual report to CSREES that details all significant activities towards achieving the goals and objectives of the project and stressing evaluation results of served populations. Organize annual reports by objectives and deliverables identified in the proposal. Provide tables to facilitate comparing targeted results with actual results. Include success stories. Annual reports must cover the time period of January 1 through December 31, and be received no later than June 30 each year.

Applicants funded in FY05 must submit the “Output Measures Report” and “Reports of Community Action and Well-Being” for 2005-2006 funded projects.

At the end of the grantee's final year, the grantee must prepare a final report to CSREES that summarizes all significant activities towards achieving the goals and objectives of the project, while providing final population demographics and trends in the evaluation results. Organize final reports by objectives and deliverables identified in the proposal. Provide tables to facilitate comparing targeted results with actual results, aggregated for the entire project. List all educational materials produced by the project. Include success stories. Reports must be received within 90 days of the final project year's end.

Required reports should be sent to the individuals referenced under Part VII-Agency Contacts.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact: Nancy Valentine; National Program Leader for Rural Youth Development; Families, 4-H and Nutrition Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; Telephone: (202) 720-5347; Fax: (202) 720-9366; E-mail: nvalentine@csrees.usda.gov or Janice Clark, Program Specialist, Families, 4-H and Nutrition Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; Telephone: (202) 720-4436; Fax: (202) 720-9366; E-mail: jclark@csrees.usda.gov .

PART V—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

2. Changes in Project Plans

(a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the projects approved goals. If the grantee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(d) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes.

(e) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.

(f) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

(g) Changes in Approved Budget: Changes in an approved budget must be requested by the grantee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No.0524-0039.

E. Definitions

For the purpose of awarding grants under this program, the following definitions are applicable:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized organizational representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or USDA means the United States Department of Agriculture.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

Grantee means an organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Prior approval means written approval evidencing prior consent by an authorized departmental officer as defined above.

Project means the particular activity within the scope of the program supported by a grant award.

Project director means the single individual designated in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

Rural areas means an area not classified as urban (i.e. both urbanized areas and urban clusters) as determined by the last available decennial census.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.

Small towns mean towns with populations of 10,000 or less as determined by the last available decennial census.

F. CSREES' Grants.gov Implementation Plans

Grants.gov is an internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also will serve to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission).

In fiscal year (FY) 2006, CSREES will implement the SF-424 R&R (Research and Related) forms package (see 70 FR 9656, published in the Federal Register on February 28, 2005) along with CSREES Agency-specific forms and instructions to receive electronic applications for two programs through Grants.gov. *This RFA is not for either of those programs.* In addition, CSREES has selected a limited number of institutions to use Grants.gov for the submission of electronic applications for a variety of programs in FY 2006. CSREES expects to provide all applicants the option to electronically submit applications to all programs in FY 2007. For more information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, see the CSREES' web site, http://www.csrees.usda.gov/business/other_links/egov/egov.html, which will be updated as

appropriate. It is suggested that this site be visited periodically for important updates. Grants.gov is not an option for the submission of applications in response to this RFA. See Part IV, E for information about the format (i.e., hard copy or electronic) for the submission of applications under this RFA.

G. DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2004. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number, go to <http://grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

H. Required Registration for Grants.gov

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit <http://grants.gov/CCRRegister>. Allow a minimum of 5 days to complete the CCR registration.